

## U.S. DEPARTMENT OF STATE



*Bureau of Near Eastern Affairs*  
*Office of Assistance Coordination*  
**MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)**  
**LOCAL GRANTS PROGRAM – West Bank/Gaza/Jerusalem**

**Funding Opportunity Title:** MEPI Jerusalem Local Grants Annual Program Statement  
**CFDA Number:** 19.500  
**Date Opened:** November 15, 2015

### **Funding Opportunity Description**

MEPI Jerusalem seeks proposals for its Local Grants Program. The Local Grants Program serves as the most direct means of supporting organizations and individuals in the West Bank, Gaza, and Jerusalem. These grants are designed to:

- Strengthen civil society;
- Support constructive advocacy and civic activism;
- Support citizens' efforts to contribute to positive economic, social, and political empowerment;
- Expand opportunities for women and youth;
- Strengthen the rule of law;
- Develop independent media in service to communities; and,
- Help communities work alongside governments in shaping their own futures.

MEPI Jerusalem's offices are located within the U.S. Consulate General in Jerusalem. Project proposals and applications are judged on a variety of criteria including reform priorities in a given country, coordination with local initiatives and other assistance programs and likely effectiveness in achieving reform objectives through peaceful and constructive partnerships.

**MEPI Jerusalem is accepting project proposals/applications to the Local Grants Program between November 15 and December 31, 2015.**

**Background Information about MEPI:** The Middle East Partnership Initiative Program offers assistance to groups and individuals striving to bring constructive, peaceful and positive change to the Middle East and North Africa. MEPI supports projects that foster partnerships between civil society organizations, communities, youth and women, the private sector, and government to advance efforts to create positive change in their societies. For more information about MEPI programs visit: [www.mepi.state.gov](http://www.mepi.state.gov).

## Award Information

**Funding Instrument Type:** Cooperative Agreement, Grant or Fixed Award

**Maximum Award Amount:** \$150,000

**Minimum Award Amount:** \$50,000

The amount of funding available for MEPI's Local Grants program varies year to year. **Projects are usually funded for one year, but the project and budget periods can be a minimum of three months and up to two years if a longer time period would yield more significant or better results.** MEPI can award a grantee additional funding and extend the period of performance beyond the initial project and budget period, on a noncompetitive basis, subject to availability of funds, satisfactory progress, and the favorability of local conditions.

MEPI reserves the right to award less or more than the amounts described above according to the needs of the project as determined by MEPI.

## Eligibility Information

### Eligible Applicants:

Eligible applicants for the Local Grants Program include local organizations of civil society, non-profit organizations, community groups, non-governmental organizations, professional associations, private sector organizations, and universities based in the West Bank, Gaza, or Jerusalem and registered with the Palestinian Authority. Local organizations that are located in and registered in Israel may also be considered if the beneficiaries of the project include Palestinians or should the Israeli organization have a Palestinian implementing partner.

MEPI is committed to an anti-discrimination policy in all of its projects and activities. MEPI welcomes proposals irrespective of the applicant's race, ethnicity, color, creed, national origin, gender, sexual orientation, or disability. We invite applications from organizations working with vulnerable communities, including women and youth. MEPI is also interested in proposals that involve the participation of persons with disabilities.

### Registration:

Applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number in order to apply for a MEPI Local Grant. **All applicants selected for funding must have a DUNS number and an active account with SAM.gov to receive an award. Any**

**organization interested in applying for funding will therefore need to engage in a moderately complicated process of receiving a DUNS number. All U.S. Government funding requires this.**

The registrant or entity is required to create an account in each of these websites by initially creating a Username and Password in all sites: Internal Revenue Service (IRS), D&B for a DUNS Number, and ultimately, the System for Award Management (SAM.gov).

The **Legal Business Name and Address** must be precise and “**MATCH EXACTLY**” when entering it into the IRS, D&B DUNS, NCAGE, and SAM.gov websites—this includes spaces, parentheses, capitalization, small letters, punctuation, etc. **Please apply for the D&B DUNS Number and NCAGE Code at the same time to reduce waiting time of information.**

### **Steps to Register:**

#### **1. INTERNAL REVENUE SERVICE (IRS)**

Determine if it is necessary to apply to acquire an EIN Number via the IRS because it is not required in all cases. EIN is for employers; Taxpayer Identification Number (TIN) is for taxpayers.

- If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to provide a TIN.
- The registrant is not required to obtain a federal TIN – which is also known as an Employer Identification Number (EIN) – in order to register with D&B.
- If you are not required to provide a TIN, leave the TIN/EIN information blank when registering in SAM.gov.

For more information, view the Internal Revenue Service - U.S. Tax Guide for Aliens: <http://www.irs.gov/publications/p519/index.html>.

For assistance by telephone, please call:

1-800-829-4933	EIN Assistance and Business Tax Questions
1-800-829-4059	TTY/TDD

For assistance outside the U.S., please call 267-941-1000, select Option #4, then, select Option #3. They are available Monday - Friday, 6:00 a.m. - 11:00 p.m. Eastern Time. This is not a toll-free phone number.

#### **2. DUN & BRADSTREET (D&B) DUNS Number**

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

- Log onto the D&B website at <http://fedgov.dnb.com/webform>
- D&B will require an Occupational Safety & Health Administration (OSHA) SIC Code. For US- based organizations/entities, to determine the type of industry which fits your business type please log onto: [https://www.osha.gov/pls/imis/sic\\_manual.html](https://www.osha.gov/pls/imis/sic_manual.html)

- Some countries do have a local D&B office – please conduct research to learn of local D&B offices for technical assistance

For assistance, contact D&B at the following web address: [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com).

While acquiring the D&B DUNS Number, please register in NCAGE at the same time to receive an NCAGE Code Number. See instructions below.

### **3. NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE**

CAGE codes for entities located outside the United States and its territories are called NATO Commercial and Government Entity (NCAGE) codes. NCAGE codes are assigned internationally as part of the NATO Codification System (NCS), and are required for all foreign entities to create an account in SAM.gov. The Code is a five-character ID number, and can take, at a minimum, 4-5 business days to create.

Steps to Register:

- Web browser should be Internet Explorer
- Foreign registrants must log into: CAGE Code Request at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>
- Once in the NATO Codification Tools website, scroll to the right-hand corner and click the “Magnifying Glass.” The magnifying glass will open a new page.
- Scroll down the right-hand side until you see “Request New,” click on this link and it will take you to the next page to apply for an NCAGE Code Number.
- When asked if the entity to be registered is a <http://www.nato.int/structur/AC/135/main/links/contacts.htm> supranational organization, please click “No” if you are not part of a member state. Member states transcend national boundaries or interest to share in the decision-making across national boundaries which vote on issues pertaining to the wider group such as the European Union (EU) and the World Trade Organization (WTO). NATO nations Points of Contacts website: <http://www.nato.int/structur/AC/135/main/links/contacts.htm>
- Prior to registering in SAM.gov, validate the newly assigned NCAGE Code via the Business Identification Number Cross- Reference System (BINCS) at [https://www.dlis.dla.mil/bincs/begin\\_search.aspx](https://www.dlis.dla.mil/bincs/begin_search.aspx). If the assigned NCAGE is not listed in BINCS, the recipient should call 269-961-4623 or send a message to [NCAGE@NSPA.NATO.INT](mailto:NCAGE@NSPA.NATO.INT)

For assistance by telephone, please call:

1-888-227-2423	Inside the U.S.
1-269-961-7766	Outside the U.S.

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E-mail [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in obtaining an NCAGE code.

### **4. SYSTEM FOR AWARD MANAGEMENT (SAM)**

SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant

applicants/recipients, and provides them with a central location to change their organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: <https://statebuy.state.gov/fa/Pages/SAMInfo.aspx>. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

- Web browser should be either Google Chrome or Mozilla Firefox
- Log onto <https://www.sam.gov>
- If you had an active record in CCR, you may have an active record in SAM. To check, please conduct a “search” for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.
- Create a user account and input all information in the exact manner as you have for the IRS, D&B DUNS, and NCAGE.
- Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM User Guide), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it might take anywhere from **three to fourteen business days** to complete the process of creating an account with the system.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at <https://www.fsd.gov/clients>. There is a standard (not toll free) number that customers can use 1-334-206-7828.

## Application and Submission Information

### How to Apply:

Applicants interested in MEPI Local Grants funding must complete and submit the following five documents:

- **Application for Federal Assistance Form (SF-424)** to provide basic information about your organization, the proposed project, the funding amount requested, and information about the announcement to which you are applying.
- **Project Narrative** to provide detailed information about your proposed project (see below for more information).
- **Budget Narrative** to provide a detailed explanation of the costs of the project by specific budget and cost categories (see below for more information).
- **Budget Information Forms (SF-424a)** to provide information about the amount of funding you are requesting from MEPI (“Federal”) and any funding that your organization is providing to the project (“Non-Federal” or “cost-sharing”).
- **Executive Summary** to provide a short summary of the project proposal and estimated budget. The form can be found at:  
<http://photos.state.gov/libraries/jerusalem/5/pdfs/executive-summary-2015b.pdf>

Submissions must include these components, and must be submitted in English.

**MEPI Jerusalem is accepting project proposals/applications to the Local Grants Program between November 15 and December 31, 2015. Any application received after December 31 will not be considered for this year's funding opportunity.**

### **Project Narrative Content**

MEPI encourages projects that involve grassroots participation, community involvement, and volunteerism. We also encourage projects that build links among citizens, civil society, government, and the private sector. Project narratives should articulate a logical relationship between proposed activities and desired outcomes – presenting the cause and effect “chain of results” that a project hopes to achieve.

The **Project Narrative** should propose activities that address one of the following MEPI priority areas:

- **Advocacy by civil society, NGOs, and professional associations**, including grassroots level and community organizations, to promote legal or political reforms and raise public awareness of democratic values and processes.
- **Development of networks, partnerships, and coalitions** that could include local NGOs, civil society organizations, government officials, and/or the business community to promote reform.
- **Expansion of opportunities for youth (ages 15-24)**, particularly those that help to improve local communities and that provide practical, hands-on experience in civic engagement, public service, and volunteerism.
- **Expansion of women's participation in public life** at the local, regional, and national levels.
- **Promotion of economic reform that expands economic opportunity, especially for youth**, including promoting entrepreneurship and commercial and legal reforms, as well as workforce development training.
- **Promotion of the rule of law**, including rights education, education of legal professionals, and advocacy activities to expand civic rights and to ensure legal judicial systems protect the rights of all individuals.
- **Promotion of government transparency and accountability**, including initiatives to promote good governance and combat corruption.
- **Promotion of public awareness** of current political issues and processes, including voter education and civic education activities that promote tolerance of different views, capture the voices of those who have participated in significant events through oral histories, ensuring critical thinking and the veracity of public information, respect for democratic values and institutions, protection of ethnic and religious diversity, leadership development, and community service.
- **Development of media institutions** that defend the public interest and provide credible and diverse sources of information.

***Allowable Project Activities:***

Local grant applications that are often selected for funding include, but are not limited to:

- Public education and awareness-building activities;
- Networking and advocacy campaigns that promote citizen rights and interests;
- Workshops, meetings, or training events of a practical and professional nature, which are an integral part of and contribute to the overall project (note: ideally, the training should be a means to an end, not the sole purpose of the grant);
- Capacity-building for civil society organizations/nongovernmental organizations;
- Entrepreneurship initiatives that focus on preparation and the beginning steps of becoming an entrepreneur or serve to;
- Increasing both the technical (job-related) and soft (leadership, communication, etc.) skills of beneficiaries;
- Training for journalists/members of the media; and/or
- Increasing political participation – both in the form of increased citizen participation and joining local government

**Cost and Activity Restrictions:**

The following activities and costs are not covered under this announcement:

*Activities:*

- Social welfare and health care projects;
- Activities that appear partisan or that support individual or party electoral campaigns (e.g., specific political party activities);
- Scholarships and exchange programs;
- Academic or analytical research (if not necessary as part of a larger project);
- One-time events, such as stand-alone conferences and one-off roundtables;
- Medical and psychological research and clinical studies;
- Cultural presentations, cultural clubs, or festivals, etc.; and,
- Language training courses.

*Costs:*

- Paying to complete activities begun with other funds;
- Foreign travel, unless specifically justified within the project;
- Entertainment costs (receptions, social activities, ceremonies, alcoholic beverages, cocktail parties, guided tours);
- Projects of a commercial or profit-making nature;
- Organizational start-up costs, including setting up a center or office;
- Costs related to renovation, remodeling, or purchase or lease of new durable goods or real-estate;
- Purchase of furniture and office decor; and,
- Purchase or maintenance of vehicles.



### **Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction:**

In accordance with section 7073 of Division K of the Consolidated Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into an assistance award with any organization that –

- (1) Was “convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”; or,
- (2) Has any “unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government”.

For the purposes of Section 7073, it is the Department of State’s policy that no award may be made to any organization covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

### **Submitting an Application:**

**To submit your application, please follow the steps below:**

1. Review the completed application documents (Application for Federal Assistance Form (SF-424), Project Narrative, Budget Narrative, Budget Information Forms (SF-424A) and Executive Summary) for accuracy and make any necessary changes. The template documents can be found, along with the announcement, on Grants.gov **Please note:** A signature is required on the **Application for Federal Assistance (SF-424)**.
2. Send all five documents via email to: [MEPIJerusalem@state.gov](mailto:MEPIJerusalem@state.gov). **If you are unable to email the documents, please contact MEPI Jerusalem to discuss other delivery options.**

### **Contact Information:**

West Bank/Gaza:

[MEPIJerusalem@state.gov](mailto:MEPIJerusalem@state.gov)